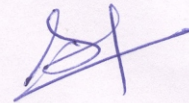


# Maulana Azad National Urdu University

*(To be pasted at various places for the students at all Examination Centres)*

## INSTRUCTIONS TO THE STUDENTS

1. All the students are supposed to maintain high standard of discipline in the Examination Hall. Students should read the instructions on the answer booklet.
2. There is zero tolerance for any use of unfair means and any kind of malpractices during the exams.
3. All examinees must write Correct and Complete Exam Roll No. on their Answer Scripts.
4. Answer Scripts with incorrect and incomplete Exam Roll No. will not be evaluated and no further request in this regard will be considered. Examinees shall themselves be responsible for this.
5. Students are NOT supposed to talk in the Examination Hall.
6. Students trying to indulge in any unfair means shall be **DEBARRED** from the examination.
7. The timetable of the Examination is accessible at the Examination Centre and also available on the University website. It is the duty of the students to ascertain the dates and times at which they are required to attend Examination.
8. Absence or lateness due to misreading the timetable or similar error does not entitle a candidate to sit in the Examination or seek any special consideration.
9. The candidates are necessarily required to bring their Hall Tickets and show whenever any person appointed by the University (Invigilator, Superintendent, Observer, Flying Squad, etc.) demands.
10. **No candidate shall be allowed in the Examination Hall without a Hall Ticket.**
11. All the seats in the Examination Hall are arranged as per the Hall Ticket Numbers. Students should take seat as per his Hall Ticket Number only. Students found at any other seat will be debarred.
12. The candidate should fill all the columns on the front page of the answer script compulsorily, and should ensure that the Invigilator signs his answer script. (Answer scripts without the signature of the Invigilators shall NOT be evaluated.)
13. No candidate is permitted to write anything in the Question Paper during this time.



**Timing:**

Candidates are not permitted to enter the Examination Room/Hall **15 minutes** after the commencement of the exam. The candidates are also not permitted to leave the Examination Room/Hall till the end of the Exam.

During the exam, if any extraordinary situation arises, with the special permission of the Invigilator and Centre Superintendent the candidate may leave the Hall under the supervision of a person nominated by the Center Superintendent.

**Allowable Material**

The allowable material includes only **pens, pencils, scale, eraser, Hall Ticket and student's I-card.**

**Unauthorized Material**

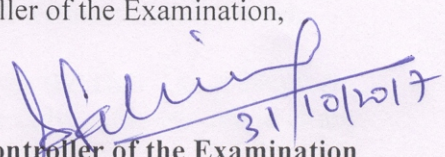
The unauthorized pieces of material are: books, writing paper, notes, manuscripts, electronic instruments, cell phones, programmable calculators, notebook, IPad and every form of electronic media. **Candidates found with any unauthorized material will be debarred from the Examination.**

**Candidate's Behaviour during the Examination**

The candidate is not allowed to communicate in any way with any person other than the Invigilator during the examination. Any other communication will be deemed as a Breach of Examination.

**Exclusion from the Examination Hall**

An Invigilator is empowered to exclude a candidate from taking the Examination, if he /she finds the candidate indulging in any activity which constitutes Breach of Code of an exam. However, the Invigilator shall report to the Center Superintendent and Observer first, then submit a written report to the Controller of the Examination, MANUU.

  
31/10/2017  
Controller of the Examination